

Instructions for Preparing Progress/Final Reports for Hatch, Multistate, McIntire-Stennis, State, and Animal Health and Disease Projects

Please keep in mind to write in plain language and to write for the audience. Your true audience for these Reports is composed of multiple parties: Congress; Communications Staff who need to market your accomplishments to Stakeholders, and to Accountability Staff who need to quickly locate and show evidence of past performance in budget documents which are submitted to the USDA and White House Administrations.

REMINDER: REEport replaced CRIS in May 2013

All reporting for the Progress and/or Final Reports will be processed via REEport, NOT CRIS

To Login into REEport:

All users must go through a verification process in the portal if you have not logged into REEport before. You will know if you are an unverified user if you do not have a password, only users who have set their own passwords are considered “verified.” To obtain your login and password, please access REEport by logging onto the USDA website at <http://portal.nifa.usda.gov>, and complete the following steps.

1. If you have never logged into the portal before and have not set your own password: Enter your email address and leave the password section blank. Click “log in.”
2. You will be asked to re-enter your email address and click “send email.”
3. In the email you receive, click the link provided. The link will take you to a page where you can set your own password.
4. After setting your password, log into the portal with your email and newly set password.
5. Under “**Active Applications**,” click the “REEport (SAES – Virginia Polytechnic Institute and State University)” link.
6. You will be directed to your REEport “HOME” page, where you can enter the information into each module to complete your Progress or Final Report.
7. To begin, simply fill in each module as it relates to your project. I have included instructions below for each section that you may find helpful in completing this process. Remember to click the **NEXT** button to save information you have entered and to navigate to/from each module/tab.

Please be sure to use the Progress Report tab for Annual Reports and use the Final Report tab for Final Reports. Select the correct type of Report (either the **Progress Report** or **Final Report** tabs at the top of the page). Open the Drafts folder to find your project and click on one of the underlined headings in order to begin entering your report. You may also narrow the search for your project by using the search criteria in the box located under “**Track Progress Reports**” or “**Track Final Reports.**” Enter your information and then select “Search.” Please note, you must select “**Search**” and not just press the “Enter” key. **Note:** The maximum length of all narrative fields is 8,000 characters; images and graphics are not allowed.

Cover Page

The first screen is the Cover Page allowing you to verify the basic project information. It does not require you to add any additional information from what was already approved in the project initiation and is therefore completely prepopulated. Note that the reporting period dates that are shown on this page are the period of time you are reporting on.

Participants

Note the box under the “**Actual FTEs for this Reporting Period**” field entitled, “Nothing to Report”. You may click this box if there were no actual FTEs used to support this project for the reporting period, however, **it is unusual to not report FTEs**. Please refer to your proposal as it was submitted to NIFA by clicking on the “**View Project Proposal**” button located above the “**Previous, Save, and Next**” options at the top of the page. You may also **View your past Progress Reports** on this page as well, same location.

Actual FTEs for the Reporting Period:

Enter the **actual FTEs that supported this project over the course of this reporting period only** (reporting period is one year or less; refer back to your cover page for the exact reporting period). An FTE is defined by the Government Accountability Office as the number of total hours divided by the maximum number of compensable hours in a full-time schedule as defined by law. Please remember to include all FTEs for SY-Scientist Year (Faculty time), PY-Professional Year (Grad. Stud or Research Assoc.), and TY-Technical Year (Classified) that contributed to the project for the reporting period.

Important Reporting Requirements on Final Reports:

Final Reports appear exactly the same as Progress Reports, with the same data fields and questions. **However, the data entered in a Final Report should apply to the PROJECT DURATION, not just the final reporting year (Progress reports only cover one reporting period/year).** **EXCEPTIONS:** In the Final Report, you should report FTEs for the reporting period **only**, just the same as you would if you were filling out a Progress Report for the final year of the project. For publications; on the Final Report only include those that have not been previously submitted. Include previously reported ones **only** if you need to update the citation; e.g., if it was reported as “**in press**” last year, you may add the volume and page numbers. **In summary:** FTEs in the Final Report (on the Participants page) should be calculated and reported for the FINAL REPORTING PERIOD/YEAR **only**. Publications should include only those not previously listed. All other data reported in the Final Report should apply to the **PROJECT DURATION**.

Target Audience

The target audience(s) you describe on this progress report should include only those that the efforts for this reporting period were focused upon. This may mean you are only listing a subset of all of the original target audiences you listed in your project initiation.

Products

Identify the standard products/outputs that have been achieved during this reporting period. This includes only publications, patents, and applications for plant variety protection (PVP). You will report other types of products/outputs on the “Other Products” module. **NOTE:** Do not include publications reported previously for this project. There are no restrictions on the number you may have.

Categories of publications are as follows:

Publications: are the characteristic product of research.

Journal publications: Peer-reviewed articles or papers appearing in scientific, technical, or professional journals.

Books or other non-periodical, one-time publications: Any book, monograph, dissertation, abstract, or the like published as or in a separate publication, rather than a periodical or series.

Patent(s) and Plant Variety Protection(s) (PVP): Identify inventions for which patents or PVPs has been or will be sought. Please contact Robin Williams @ 231-6336 for additional details.

Other Products

Categories of Other Products (Outputs) are as follows:

Activities: include conducting and analyzing experiments or surveys, assessments, facilitating, teaching, or mentoring.

Events: include conferences, demonstration sites, field days, symposia, workshops, and trainings.

Services: include consulting, counseling, and tutoring.

Products: include audio or video products; curricula; data or databases; equipment or instruments; models; networks and/or collaborations fostered by the project or activity.

Accomplishments

Describe major activities completed; specific objectives met; significant results achieved, including major findings, developments, or conclusions (both positive/negative); and key outcomes or other accomplishments realized.

Changes

Major changes include: major problems or delays that may have a significant impact on the rate of expenditure; significant deviations from research schedule or goals; unexpected outcomes; or changes in approved protocols for the use or care of animals, human subjects, and/or biohazards encountered during the reporting period.

Submit Report

Once you have completed all modules, and all errors (if any) have been addressed, click Submit. By clicking Submit, the report will be directed to the VAES Office where it will be reviewed for content and then forwarded to NIFA for approval.